

MICHIGAN DEPARTMENT OF STATE POLICE
MICHIGAN COMMISSION ON LAW ENFORCEMENT STANDARDS

EQUIPMENT SPECIAL USE REQUEST

Note: This document must be typewritten or computer-generated. Handwritten documents will not be accepted.

DEPARTMENT NAME:	SUR #
STREET ADDRESS/CITY/ZIP:	
REQUESTING OFFICIAL:	TELEPHONE:
SIGNATURE:	DATE:

1. EQUIPMENT DESCRIPTION. Provide a description of the equipment to be purchased.	
2. DESCRIBE HOW THE EQUIPMENT WILL BE USED.	
3. TOTAL COST	\$
4. TOTAL AMOUNT OF JUSTICE TRAINING LED FUNDS EXPENDED ON EQUIPMENT PURCHASES THIS CALENDAR YEAR (EXCLUDING CURRENT REQUEST).	\$

COMMISSION USE ONLY		
ACTION: [] APPROVED [] DENIED	DATE OF ACTION:	UNEXPENDED BALANCE:
COMMENTS:		
AUTHORIZED SIGNATURE:	DATE:	

EQUIPMENT SPECIAL USE REQUEST

INSTRUCTIONS

Complete this form to request approval to purchase equipment with Justice Training Law Enforcement Distribution funds when: a) the equipment purchase exceeds \$5,000 per item, or b) total year-to-date equipment purchases already exceed 10% of the annual distribution, or will do so as a result of the purchase in this request. You will be notified, in writing, of the action taken on your request.

For the purposes of Michigan Justice Training funding, equipment is defined as an item that is directly involved in the delivery of in-service training, is personal property (as distinguished from real estate), such as audio/video machines and computer hardware, has a normal useful life of more than one year, and has a purchase price of \$300 or more.

FORM COMPLETION

1. **Equipment Description.** Describe the equipment to be purchased. Include quantity and unit prices where applicable.
2. **Equipment Use.** Give a detailed description of how the equipment will be used, by whom, and for what purpose.
3. **Total Cost.** Enter the total cost of the equipment to be purchased.
4. **Total 302 Funds Expended.** Enter the total amount of justice training funds spent so far this calendar year on equipment purchases, not including the purchase currently under consideration.

SUBMISSION

Mail the completed form to:

Michigan Commission on Law Enforcement Standards
7426 North Canal Road
Lansing, MI 48913